

<u>NORTHERN SCHOOL OF CONTEMPORARY DANCE</u>		
<u>BOARD OF GOVERNORS</u>		
Minutes of the meeting of the Board of Governors held at 3pm on 9 May 2023 in the Meeting Room.		
Present:	Peter Moizer (Chair), Sharon Watson (Principal), Theresa Beattie, Vinny Leach, Ben Mitchell, Cathy Myles, Phil Sanger	
In attendance:	Vice-Principal and Director of Studies, Chief Operating Officer and Director of Finance (from B22/71), and Clerk to Governors	
Apologies:	Kate Buckham, Gary Clarke, Emma Leah Culén Khei, Mark Baker, Jonathan Pryor, Mandy Smits	
		Action
<u>DECLARATIONS OF INTEREST</u>		
B22/62	There were no declarations of interest. It was reported that Peri Thomas had resigned from the Board and thanks were expressed to her for all her work. It was noted that there remained two vacancies for independent members on the Board and it was agreed that the Principal would follow up on several suggestions.	Principal
<u>MINUTES OF THE LAST MEETING</u>		
B22/63	The minutes of the meeting held on 7 March 2023 were approved as an accurate record.	
<u>MATTERS ARISING ON THE MINUTES</u>		
B22/64	The action log was received and the contents noted. <i>B22/44 – costing exercise</i> The Principal reported that an appointment had been made to carry out the costing exercise and they would be starting work that week. <i>B22/52 – legal status</i> CONFIDENTIAL MINUTE	
<u>PRINCIPAL'S REPORT</u>		
B22/65	The Board considered the Principal's Report which included: <ul style="list-style-type: none"> • NPO update • Equality, Diversity and Inclusion • Capital/estates update • Leeds 2023 • Staffing update • Learning & Participation Update • Centre for Advanced Training • NSCD + programmes • Access and Participation Plan • Safeguarding and Prevent • Networking • Student recruitment • Marketing and social media • Events <p>The Principal updated the Board on ongoing discussions in relation to the capital development and governors noted the consultation results which had been circulated. The Chair reported that he had also discussed the matter with Jonathan</p>	

	<p>Pryor regarding facilitating further discussions with Leeds City Council. It was agreed that this should be progressed before the end of the current academic year if possible. The Board discussed the need for temporary additional accommodation in the short term and the options available, taking into account the possible impact on students in travelling to alternative sites.</p> <p>The Principal highlighted the Business Breakfast event scheduled for 8 June and it was noted that a number of Governors would be attending. In response to a question regarding the outputs from that event, it was reported that the Principal would take the lead on that. It was agreed that it would be helpful to provide Governors with information on the key areas of focus for them on the day, and it was noted that the School would benefit from establishing an improved customer relationship management system. A number of suggestions were discussed and it was agreed that the Vice-Principal would discuss the matter further with Vinny Leach outside the meeting.</p>	
B22/66	<p>RESOLVED:</p> <p>i. that the Principal's report be noted and discussions in relation to the capital development should be progressed before the end of the academic year.</p> <p>ii. that the Vice-Principal would discuss a customer relationship management system with Vinny Leach</p>	<p>Principal/ Chair/J Pryor</p> <p>Vice-Principal</p>
	<u>VICE-PRINCIPAL'S ACADEMIC REPORT</u>	
B22/67	CONFIDENTIAL MINUTE	
B22/68	<p>RESOLVED:</p> <p>i. That the Vice-Principal's Academic Report be noted.</p> <p>ii. That an internal audit of partnerships should be raised at a future audit Committee meeting.</p> <p>iii. That the Vice-Principal present a timeline for the application for full degree awarding powers to a future meeting.</p>	<p>Chair, Audit Committee Vice-Principal</p>
	<u>OfS CONDITIONS OF REGISTRATION</u>	
B22/69	The Board had received a paper from the Vice-Principal inviting discussion of the consultation on the OfS condition of registration around sexual harassment and misconduct cases. The Board noted the procedures already in place and the context within which the School operated. Overall, the Board expressed a preference for a policy enforcing disclosure, which allowed more flexibility for a range of circumstances, and it was agreed that the Vice-Principal and Director of Studies would bring a policy back to the Board for approval once it was ready.	
B22/70	<p>RESOLVED:</p> <p>i. That the Vice-Principal would bring a policy covering staff and student relationships and sexual harassment and misconduct to the Board for approval at a future meeting.</p>	Vice-Principal
	<u>COMPLIANCE MANUAL</u>	
B22/71	The Vice-Principal and Director of Studies presented the Compliance Manual which had been prepared to demonstrate how the School complied with the OfS conditions of registration. The Chief Operating Officer and Director of Finance agreed to amend the wording on data processes once the School had received the external advice currently being sought on data protection policies and procedures. Subject to this, the Board approved the Compliance Manual circulated.	

B22/72	<p>RESOLVED:</p> <p>i. That the Compliance Manual be approved, subject to updating the information on data protection policies and processes once external advice had been received on data protection policies and procedures.</p>	
<u>GOVERNANCE MATTERS</u>		
B22/73	<p>The Board had received a paper containing a number of recommendations in relation to governance which was presented by the Clerk to Governors. It was confirmed that satisfactory fit and proper persons checks had now been completed on Griselda Togobo and Jawad Ahmad and it was agreed that both were strong candidates.</p>	
B22/74	<p>RESOLVED:</p> <p>i. That Griselda Togobo and Jawad Ahmad be appointed as independent Governors for a 4-year term with immediate effect.</p> <p>ii. That Kate Buckham be appointed as Chair of the Staffing and Remuneration Committee with effect from July 2023.</p> <p>iii. That the Policy on Remuneration for Senior Postholders be approved as circulated.</p>	
<u>APPOINTMENT OF A PATRON</u>		
B22/75	<p>A paper had been circulated regarding the appointment of a Patron to the School and after discussion, the Board approved the appointment of Corinne Bailey Rae as the School's first Patron, for a 5-year period with immediate effect. It was agreed that in revising the Instrument and Articles, consideration would be given to the most appropriate title to be used, with Chancellor being typical in the higher education sector. It was also agreed that consideration would be given to having more than one patron.</p>	
B22/76	<p>RESOLVED:</p> <p>i. That Corinne Bailey Rae be appointed as the School's first Patron, for a 5-year term,</p> <p>ii. That, in reviewing the Instrument and Articles, further consideration be given to the most appropriate title for the role, and the possibility of appointing more than one patron.</p>	Clerk to Governors
<u>STRATEGIC PLAN</u>		
B22/77	<p>Strategic Plan KPIs progress update</p> <p>An update on the current Strategic Plan KPIs had been circulated and the contents were noted.</p> <p>Strategic Plan 2023-28</p> <p>The outline of the new Strategic Plan 2023-28 was presented, and the four guiding principles highlighted. It was reported that smart objectives would be developed down to departmental level. Governors provided feedback on the proposed framework and suggested that any activities not linked to the School's strategy be reconsidered. In discussing a version that would be student-facing, the Vice-Principal and Director of Studies agreed to progress the suggestion that student interns could be invited to work on that aspect.</p> <p>Governors discussed how progress would be reported to the Board and it was suggested that establishing benchmarks to help measure progress would be helpful. Whilst noting that case studies would be produced, the Board agreed a quarterly report to Governors would be helpful to enable monitoring at Board level.</p> <p>The Board endorsed the proposed plan and noted that the final plan would be presented for approval.</p>	

B22/78	<p>RESOLVED:</p> <ul style="list-style-type: none"> i. That the outline Strategic Plan 2023-28 be endorsed ii. That the suggestion to invite student interns to develop a student facing version of the Strategic Plan be progressed. iii. That a quarterly report be developed to allow monitoring of the Strategic Plan. iv. That the final plan be presented for Board approval at a future meeting. 	Vice-Principal & Director of Studies
	<u>POLICIES AND STRATEGIES</u>	
B22/79	<p>HR Strategy The HR Strategy, which had been considered previously by the Remuneration and Staffing Committee, had been circulated and was approved by the Board.</p>	
B22/80	RESOLVED: that the HR strategy be approved as circulated.	
B22/81	<p>Staff Remuneration Policy The Staff Remuneration Policy, which had been considered by the Remuneration and Staffing Committee had been circulated, and the Board discussed the effective date for the cost of living pay awards following changes to the timetable of financial reporting. It was agreed that it should become applicable from 1 December annually but that there should be a commitment not to delay it any further in future. It was agreed that it was important to communicate this, along with the rationale for the change, to staff.</p>	
B22/82	RESOLVED: that the Staff Remuneration Policy be approved subject to amending the effective date of annual cost of living pay increases to 1 December.	
B22/83	<p>Fraud Prevention Policy The updated Fraud Prevention Policy, which had been considered by the Audit Committee, had been circulated, and was approved.</p>	
B22/84	RESOLVED: that the Fraud Prevention Policy be approved as circulated.	
	<u>STRATEGIC RISKS</u>	
B22/85	The strategic risks had been circulated and the contents were noted.	
B22/86	RESOLVED: That the Strategic risks be noted.	
	<u>MINUTES</u>	
B22/87	<p>The Board received and noted the following Committee minutes:</p> <ul style="list-style-type: none"> i. Audit Committee – 11 October 2022 ii. Nominations and Governance Committee – 29 November 2022 iii. Remuneration and Staffing Committee – 18 October 2022 iv. Academic Board – 18 October 2022 	
B22/88	<p><u>DATE OF NEXT MEETING</u> It was noted that the next meeting was on Tuesday 11 July 2023 at 5pm.</p>	
	The meeting closed at 5.20pm	